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## REQUIRED ITEMS FOR DESIGN REVIEW APPLICATION

1. **Application:** Design Review Sign Application form must be filled out with the requested information, signed by applicant AND property owner, and submitted, together with the Sign Approval Data Sheets, to the Development Services Department. If the property owner does not personally sign the application, he/she must submit a Letter of Authorization giving permission to the application to file the specific request.
2. **Narrative of Design Rationale:** Provide a brief statement, on 8 ½" x 11" sheet, which identifies the project goals and objectives, primary design criteria, and design concepts. Explain how the proposed solution achieves the stated goals and objectives, meets the design criteria and implements the design concepts.
3. **Sign Drawings for Each Sign Proposed:**
  - a. Two (2) copies (one in color)
  - b. One (1) 8 ½" x 11" matte finish PMT (or original laser print)

NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.

**Drawings must be to scale and indicate the following for each sign proposed (see [Submittal Examples](#)):**

- ◆ Exact lettering styles to be used
  - ◆ All sign copy
  - ◆ True sign colors
  - ◆ Method of illumination
  - ◆ Number of sign faces
  - ◆ How sign will be mounted
  - ◆ Height of sign
  - ◆ Dimensions of sign (including dimensions which locate the sign on building/property)
  - ◆ Sign area
  - ◆ Sign materials
  - ◆ Accurate building elevation showing where sign(s) will be located on the building.
4. **Site Plan (Refer to [Submittal Examples](#))**
    - a. One (1) accurate site plan showing where all proposed sign(s) will be located on the property
    - b. One (1) 8 ½" x 11" matte finish PMT (or original laser print)

NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.